

General Instructions:

- All regions must submit this form as a **planning tool** with their Plan and Budget Application and as an implementation report **semi-annually** (due by January 30th and by July 30th).
- The community mental health center's (CMHC) finance officer and the children's services/programming directors must collaborate to determine appropriate allocations/expenses for the region. Decisions about these funds are no longer under the purview of the RIAC.
 - *DBHDID's Notice of Available Regional Funding (NARF) (sent under separate cover to the CMHC) provides information regarding the total minimum allocation for each RIAC that must come from the HFW total. The remainder is to be completely under the purview of the CMHC.*
- It is expected that financial information will be shared with RIACs about RIAC funds (but **not** necessarily other funds-High Fidelity Wraparound funding or Flexible Funds for youth receiving Targeted Case Mgmt. services). Although it is fine to do so.
- Please upload the completed Form 141, by January 30th for the first six months of the state fiscal year and by July 30th for the last six months of the state fiscal year.
- Please enter data in the shaded areas only.

Form 141 includes the following categories:

- 1) Personnel and Fringe;
- 2) Flexible Funds for SED TCM and for HFW; and
- 3) HFW Implementation Expenses (Training, Data Collection, Fidelity Reviews, etc.)
- 4) Region-Wide Administrative Costs (if applicable).

Categorical Instructions:**1) Personnel and Fringe:**

- Funds may be used to support in part or whole the personnel costs associated with the Local Resource Coordinator who staffs the RIAC, a portion of the HFW Supervisor or others that assist with the implementation of HFW, the operation of the RIAC, or the implementation of TCM for SED.

2) Flexible Funds (recommend at least 20% of total HFW allocation):

- Each region shall have documented protocol for how Flexible Funds will be requested and allocated to specific staff to ensure that all community/other resources have been exhausted before the use of these funds is provided.
- The CMHC will need to enter data using Code 24 or 25 for expenditure encounters.
- Flexible funds shall be made available to purchase needed good and services for children with SED who receive Targeted Case Management, including those who are served by HFW Facilitators. These funds shall be primarily related to the purchase of goods and services for a specific child being served or their

immediate family. However a portion may be used to support region or county wide events geared towards the youth and families served with TCM/HFW or for outreach and program promotion.

- Flexible Funds may be used to support the provision of TCM or HFW services to an individual client for whom there is no payor source for the TCM service. (Code 24)

3) HFW Implementation Expenses:

- Funds in this category may be used to support the CMHCs required tasks for implementing quality TCM and HFW services. Such activities include participation in training, coaching, webinars, learning collaboratives, focus groups, data collection, fidelity reviews, etc.

4) Region-Wide Administrative Costs:

- By January 30th and by July 30th, please report on Form 141 the Region-wide administrative costs. This amount shall be taken from the total allocated for HFW.

GRAND TOTAL:

- This form is completed in Excel and will automatically generate totals in each category as well as the Grand Total.
- This form also automatically generates the percentage of Allocation expended once the information is entered.
- Please ensure that the totals on Form 141 coincide with the entries on the Financial Planning and Implementation Report Form 117.

Expenses for RIAC/LIAC parent stipends or RIAC operation should **not** be allocated or reported on Form 141.

Questions about this form may be directed to Beth Jordan at (502)782-6154 or by e-mail: beth.jordan@ky.gov.